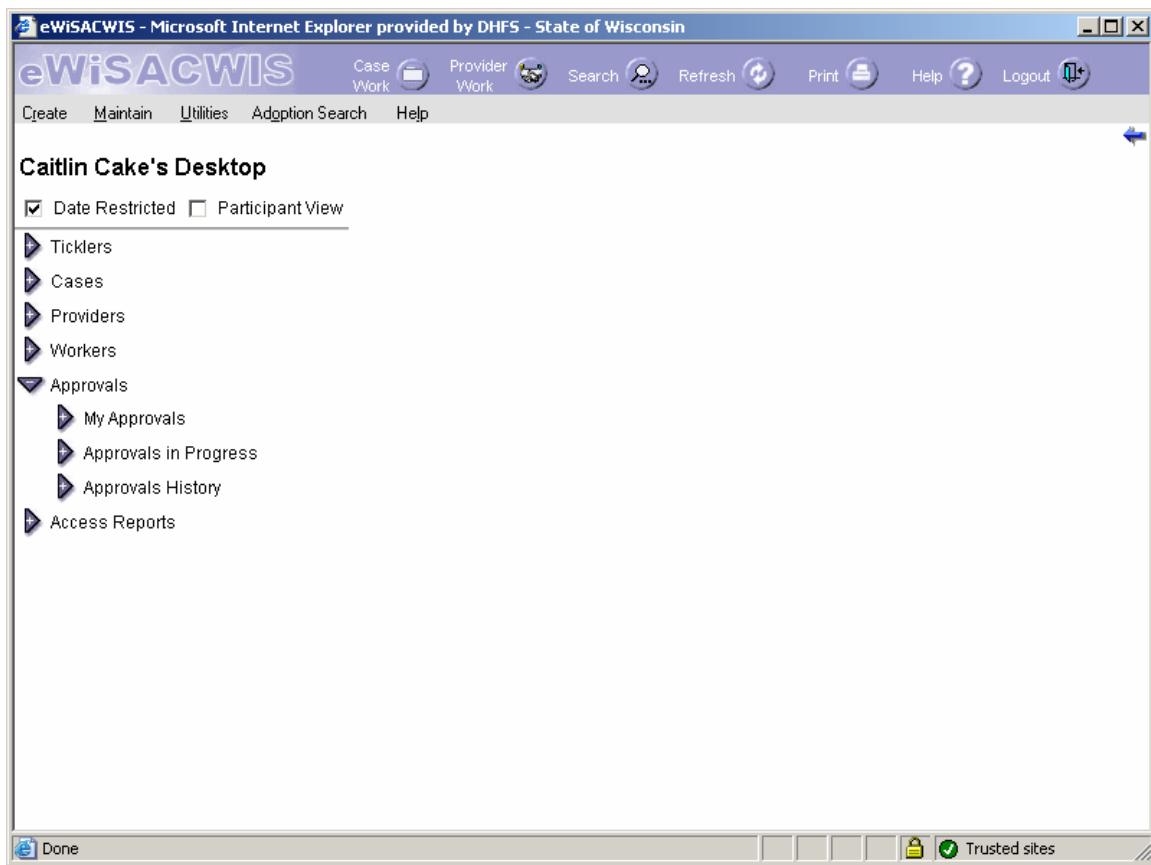


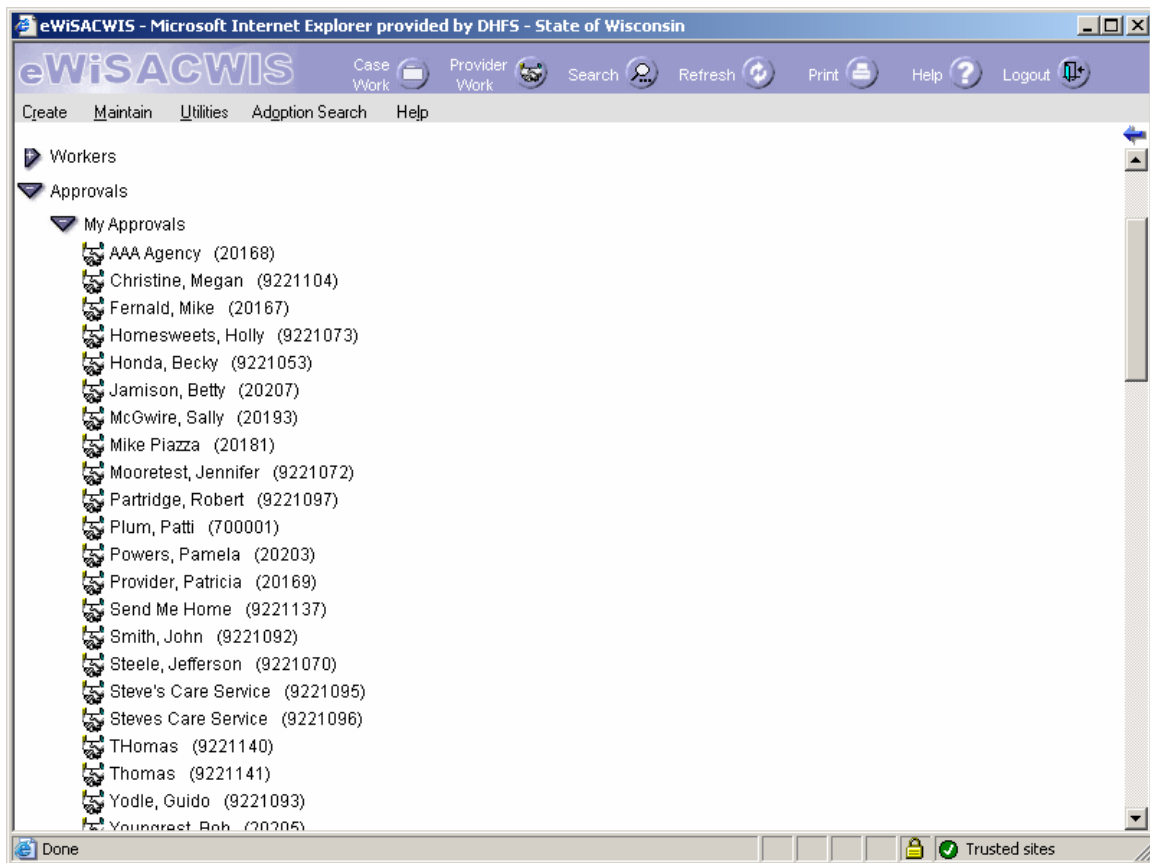
Viewing Approvals

My Approvals

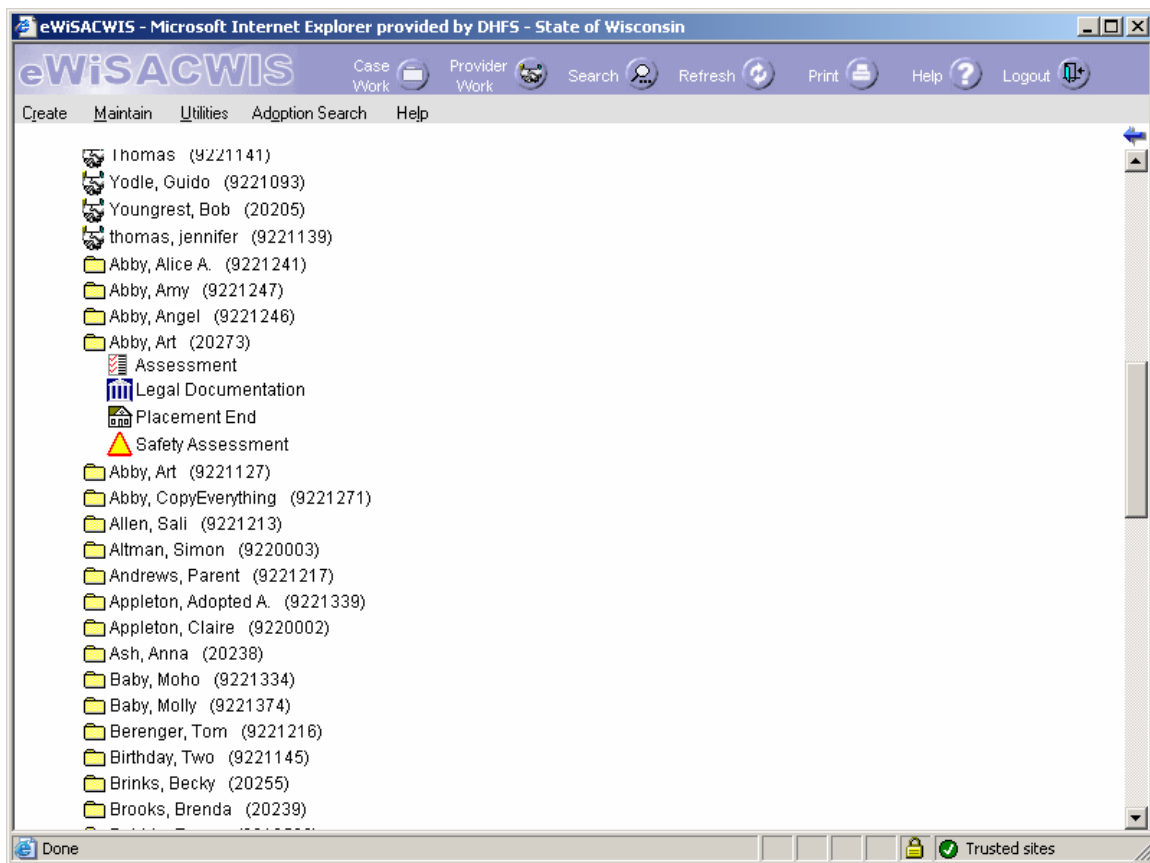
1. The Approvals expando is divided into three sections, My Approvals, Approvals in Progress, and Approvals History.



2. When the My Approvals expando is opened, all pieces of work that needs the user's attention will appear.



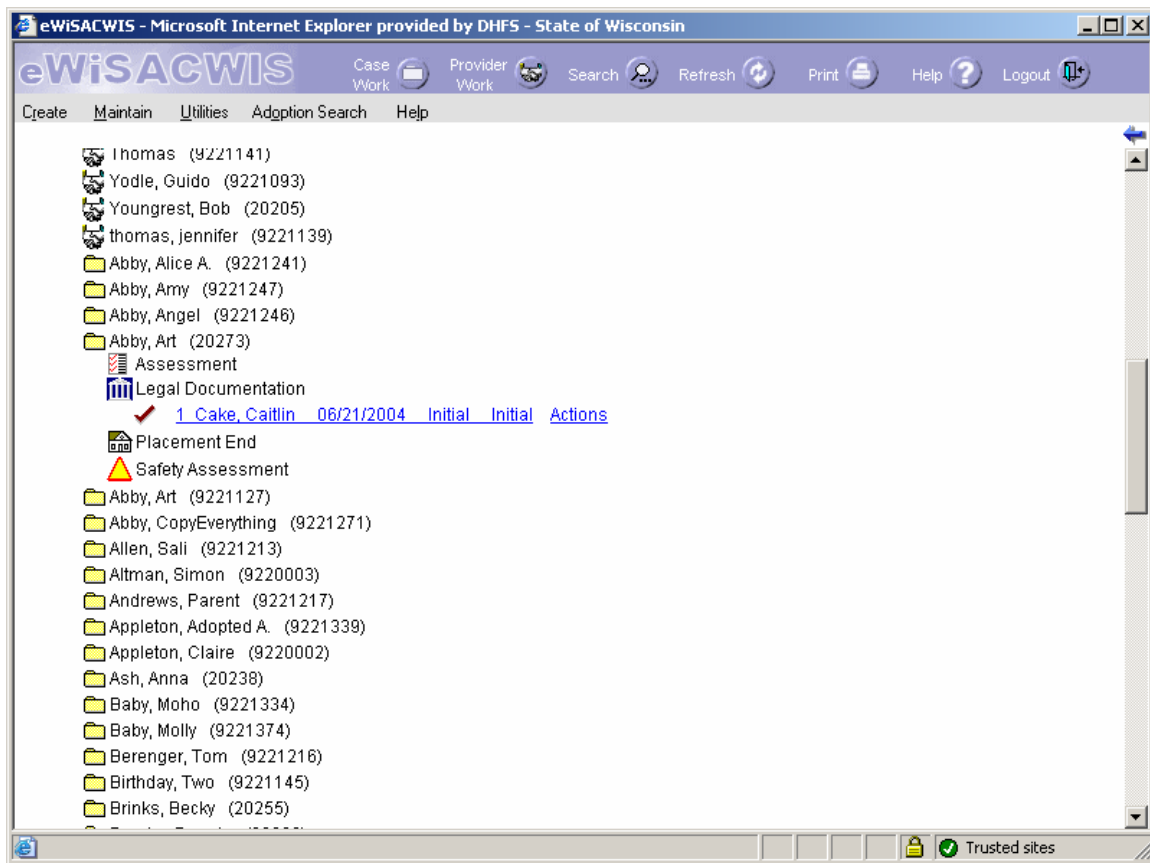
3. Clicking on the icon next to the case/provider name will display specific pieces of work for that case/provider that need to be addressed.



4. Clicking on a specific piece of work will display the most current approval status on that piece of work. In the example below, the Art Abby case has a legal document that needs to be approved. The blue hyperlink shows the worker's name, the date the approval status was entered, and the approval status. The example shows the status of 'Initial'. This means the user created the piece of work but has not sent it on for supervisory approval.

By clicking on the hyperlink, the piece of work that needs approval will open for review and approval.

The Action hyperlink allows the user to view or attach approval comments related to this piece of work. See the Quick Reference Guide for Approval Comments.

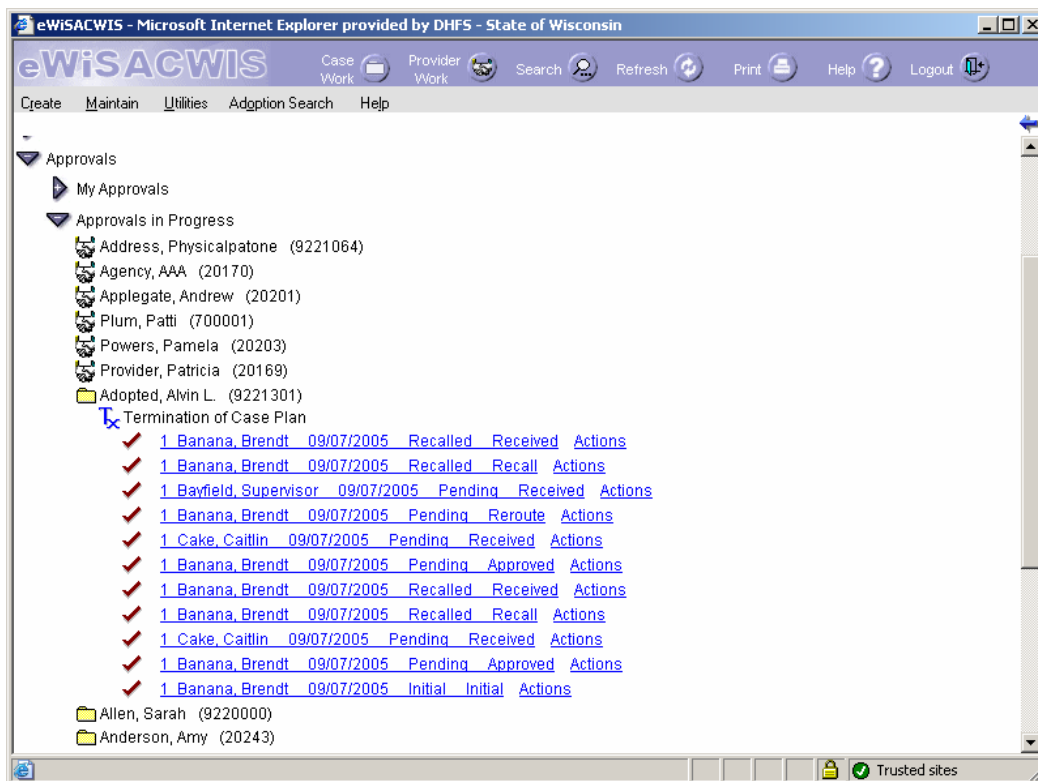


Approvals in Progress

The Approvals in Progress expando will display all pending work for which the user appears in the approval history. These approvals are "pending" meaning that the work has not received final supervisory approval. The full approval history for the piece of work is displayed. The blue hyperlink will allow the user to review and/or approve the piece of work.

In the example below, a Case Plan Termination on the Alvin L. Adopted case was completed and submitted for approval. For a chronological history, read the approval chain (screen shot) from bottom to the top.

- 1) On 9/7 Brent Created the piece of work
- 2) On 9/7 he approved the piece of work and sent it to Caitlin
- 3) Caitlin received it on 9/7
- 4) Brent then recalled the piece of work from Caitlin
- 5) Brent received the piece of work
- 6) Brent updated the piece of work and sent it back to Caitlin for approval
- 7) Caitlin then rerouted the piece of work to the Bayfield supervisor
- 8) Brent then recalled the piece of work from the Bayfield Supervisor
- 9) Brent then received the piece of work.



Approval History

The Approval History expando displays all approval activity on the piece of work through final approval. The history will stay on this expando for 72 hours after final approval. For a chronological history, read the approval chain (screen shot) from bottom to the top (the same as the previous example but now the approval process has finalized and frozen). In this screen shot, there are four separate pieces of work that have been sent for approval on this provider.

